

Personnel Board Minutes  
Library Trustees Room  
Monday, June 24, 2013 @ 7:30 PM

Meeting Minutes (5/13/13): T. Delaney moved to accept the minutes of 5/13/13 as amended, seconded by S. Crown, Vote: 4-0. J. King abstained as he was not present at the 5/13/13 meeting.

Amendment: Correct "C. Crown" to "S. Crown".

The Town Clerk was in attendance to clarify the motion in the minutes to adjust the pay rate for the Asst. Town Clerk. She believed that the increase was to have been in effect for FY '13, however the minutes reflect that the increase was to be in effect for FY '14. D. Kearns stated that his motion was reflected correctly in the minutes; the increase was for FY '14.

Old Business

Salary Adjustment Request – Assistant Town Clerk: The Town Administrator said she has information to review with L. Emerson and will meet with her at a later date.

Personnel Board Interview Requests

Veterans' Agent: This position has been a challenge to recruit; it was discussed that the amount of the stipend (\$3,165 for FY '14) may be the reason for the difficulty. Sharing this position with another community was discussed. J. King stated that a successful candidate for Veteran's Agent should have both excellent oral and written communication skills as well as compassion and listening skills. It was suggested to review the stipend amount.

Accounting Support Specialist: S. Crown hadn't been notified of any pending interviews for this position. The Town Administrator stated it is going to be advertised again; the job description doesn't accurately reflect the position so the candidates that are responding are not what is needed to fill the position. The job description is being reviewed and will be revised if necessary.

New Business

Personnel Regulations Reorganization

Attendance Policy – New:

- Article 7: Section 4 the library hours are different than other departments, the hours are to be taken out of the policy, when the hours are changed the policy shouldn't have to be revised. The hours of the department should be set by the department manager.
- 2. Approved time off, looks like a vacation policy with a notification. The Town Administrator said she doesn't wish to approve manager's time off, but she does want to be notified of their upcoming absence. S. Crown questioned an absence of more than three days; perhaps add something about FMLA.

- 3. Absenteeism, terms “frequent” and “repetitive”, should indicate the number of days. It was questioned if tardiness should be part of the attendance policy. Even though staff are paid for the time off it, it may not be considered excused. Employees don’t pre-plan being sick.
- Page 3, physical examination, it was recommended mentioning the availability of the Employee Assistance Program. How about the ability to appeal this policy (childcare, etc. where the employee is always going to be late).
- B. “Employees are to report their absence from work prior to or within the first hour of their scheduled work day”, change to “every reasonable effort should be made to report their absence within...”.
- 5. A. Excessive absenteeism, two or more unexcused absences in a given month, terminology, should the term be excessive or chronic. Eight unexcused absences are grounds for termination.
- 5. C. Three or more instances of being late in a calendar month is too liberal, more thought needs to be given to this.

#### Standards of Conduct Policy – New:

- Treat other people with Respect: S. Crown suggested consistent definitions. The same categories of what will not be tolerated i.e. discrimination, etc. should be detailed here.
- E. Richter suggested a format for policies, Policy first, Purpose second, and how it is implemented third.
- Purpose: J. King suggested another term rather than “impacts”.
- Respect for privacy: it was questioned if employees sign a Confidentiality Statement.
- Respect for the Public: S. Crown commented, change to “whatever the circumstances all employees are expected to conduct themselves in a civil and professional manner”.
- Protect Town property: Personal or inappropriate use of town computers; the Town Administrator said this should be in the technologies policies. On town’s behalf, town purposes and never anyone’s “personal use”.
- Treat other People with Respect: Behave on the town’s behalf, perhaps in situations of self defense, add “first rule is to retreat”. The right of public to know the information; refer to the statue said the Town Administrator.
- Disorderly and Inappropriate Conduct: The Town Administrator will be more explicit, add something like “don’t cook the books”. Second paragraph change “refrain” to “never be involved with”. 3<sup>rd</sup> page, last item, “the record of these events will be entered into the personnel file of the offender as a permanent entry”, would the appropriate

individual differ; should it be left vague. The Town Administrator said it would differ depending on the infraction.

- Represent the Best Interests of the Town: “local, state and federal laws and regulations, should add “as they pertain to the job”.

#### Recruitment:

- d) What happens to results of physicals, should it state that hiring is contingent upon successful completion of ....

It implies that physicals are for all positions. We conduct physicals for certain positions according to Job Class. Specify.

- e): Employees hired at the minimum, change to “the appropriate salary for the position needs to be agreed ahead of time; in conversation between the Town Administrator, the hiring manager, and the Personnel Board”.
- f): It was recommended to change the term “probation” to “evaluation”. Offer letters were discussed; they are currently not centralized. Consider centralizing or creating a template.
- g) This will be revised by the Town Administrator so it reads that the hiring manager will notify the Town Administrator and she will notify payroll and accounting, etc.

#### Section 2: Temporary positions

Managers can hire temporary help. They do, however, seek approval from the Town Administrator beforehand. (Clarify with the Town Administrator if they are seeking approval or advising).

- b) Should be changed to “reasonable and customary rates for the position”.

Section 3: Hiring emergency positions. An actual emergency is declared by the Board of Selectmen or the governor. “In order to prevent interruption of essential services”, “hired at reasonable and customary rates for the position”. The offered pay rate cannot exceed what was approved at Town Meeting. It was decided that they would probably be hired as contractors. Delete this whole section. S. Crown said if it is left in the Definition section, explain they are individuals generally hired as independent contractors

Article 3 – Application: signed under penalties of perjury

Article 23 - Amendments to the Regulations

Article 5 – Definitions

## Article 7 -Hours of Employment

### Appendix A - Non-discrimination and Harassment

Revised Compensation Schedules: Change the Assistant Town Clerk to \$42,630, includes the 1-1/2%, and Town Clerk in Grade 1. Schedule F for Town Clerk increased to \$60,000.

Personnel Board Interview Requests: T. Olson and M. Vieira are looking to recruit for the GIS Program Manager position. Next Tuesday interviews are scheduled; five candidates are being interviewed. D. Kearns will participate in the interview process.

GIS Program Manager: The Personnel Board voted to recruit at a salary not to exceed \$55,000. The top five (5) candidates are looking for more than \$55,000.

Management Meeting: The Town Administrator stated that she explained the evaluation process and what the Personnel Board has been doing. Evaluations are now due in the month of October.

Other Business: The Town Administrator said there may be an opportunity to hire an H/R person. The clerk is leaving, if that position is eliminated, the payroll and compensation functions can be enhanced and given to an H/R person who could cover the whole front end of the office. A different position description is necessary; this will be on next agenda. S. Crown offered to review the first draft of an H/R job description.

Next Meeting: Monday, July 15, 2013 (S. Crown will not be in attendance)

Meeting adjourned at 9:50 pm